



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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May 10, 2016

To: Supervisor Hilda Solis, Chair  
Supervisor Mark Ridley-Thomas  
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Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Sachi A. Hamai  
Chief Executive Officer

### **CHIEF EXECUTIVE OFFICE REQUEST FOR MANAGEMENT APPRAISAL AND PERFORMANCE PLAN (MAPP) SALARY PLACEMENT FOR AMYLEN CLARKE UPON APPOINTMENT TO THE POSITION OF ASSISTANT CHIEF EXECUTIVE OFFICER (UC)**

The Chief Executive Office (CEO) requests approval to appoint Amylen Clarke to the position of Assistant Chief Executive Officer (UC), Item No. 0861, at an annual base salary of \$212,841. The base salary placement for Ms. Clarke onto Management Appraisal and Performance Plan (MAPP) Tier I, Salary Range R19 (the Board-approved range for this position), will place Ms. Clarke below the Control Point of the range. This salary is recommended based on Ms. Clarke's extensive experience and the role and responsibilities she will perform as Assistant Chief Executive Officer for the Chief Executive Office.

As Assistant Chief Executive Officer, Ms. Clarke will report directly to the Chief Operations Officer and be responsible for overseeing the Administrative Services Branch, which includes the Office of Emergency Management, Information Technology Operations, Human Resources, Budget, Finance, Contracts, and Facilities. More specifically, Ms. Clarke will be responsible for overseeing the CEO's annual budget and fiscal plan, overseeing the management and operation of information technology systems within the CEO, overseeing the existence of appropriate contractual agreements to support all CEO departmental operations, providing executive leadership for the development of adequate emergency planning and coordination programs, and performing special assignments as directed by the CEO.

*"To Enrich Lives Through Effective And Caring Service"*

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Each Supervisor  
May 10, 2016  
Page 2

Ms. Clarke is an accomplished professional with more than 29 years of progressively responsible experience working for the County of Los Angeles. On February 1, 2015, Ms. Clarke joined the CEO on a special assignment with the goal of providing oversight and expertise on structural changes to streamline and stabilize the Department to better adapt to the Board of Supervisors' priorities. Prior to her current assignment, Ms. Clarke was the Administrative Deputy for the Public Library from 2013 to 2015 and the Department of Human Resources from 2005 to 2013. Ms. Clarke has also worked for the Department of Health Services and the Department of Public Health in various fiscal capacities.

Ms. Clarke possesses a Bachelor of Arts degree in Business Administration with a specialty in Accounting from California State University, Los Angeles.

In accordance with current practices on managerial appointments, unless otherwise instructed by the Board by May 24, 2016, the CEO will proceed with Ms. Clarke's appointment to Assistant Chief Executive Officer (UC) at an annual base salary of \$212,841, effective no sooner than May 25, 2016.

If you have any questions regarding this matter, please contact Maryanne Keehn at (213) 974-0470.

SAH:JJ:SK:MTK  
NV:SO:AP:mst

c: Executive Office, Board of Supervisors  
County Counsel